

# MOVE OUT CLEANING GUIDELINES

## TOP 10 MOVE OUT CHARGES

- Pet damages-scratched or chewed doors due to pets being locked in rooms. Chewed blinds mainly located at the entrance of the home and puncture marks in screens.
- Not cleaning-windows, window sills, floors, appliances, countertops, severely scuffed walls and artwork on walls.
- Neglected and/or damaged blinds.
- Broken outlet covers and doorstops. These items are available in our DIY supply and are commonly left damaged or missed at move out instead of being replaced.
- Holes in doors-closet doors and bathroom doors where hooks were installed.
- Carpet severely stained not related to normal wear and tear.
- Ignored flower beds (anything inbound with a border) and not weeding or pulling dead plants.
- Leaving pet waste in yard and around home.
- Unreturned keys.
- Trash left behind in and around home.

## HOME CLEANING GUIDELINES

Your home must meet the following guidelines at the time of your move-out inspection. This advance guideline and procedures is designed to ease the “check-out” process for military families and eliminate any confusion during the final inspections. You may find that it is not necessary to hire a cleaner to achieve the level of cleanliness considered acceptable for move out if you have demonstrated good housekeeping habits. However, your home must meet the general guidelines detailed below, whether you prepare your home for inspection yourself or seek additional assistance from other sources.

Please be informed that you must address all maintenance issues, including work order requests, with the Community Center prior to your move-out inspection. It is best to do this at the time you provide your written notice to vacate the home. You will be responsible for expenses associated with maintenance issues that are not on file with the Community Center at the time of your inspection.

### GENERAL

- All personal items to be completely removed from the home, storage area(s) and garage.

- Any items requiring disposal are disposed of in an appropriate, proper, and approved manner.
- Any equipment or feature delivered as part of the home (including appliances, appliance parts, fixtures, hardware, etc.) is returned intact and in proper working order
- Wall color is not to be altered or changed unless approved by The Community Management Office.
- Carpeted surfaces are vacuumed and free of excess spots or stains and professionally steam cleaned.
- All windows to be closed and locked with window covering left in the “closed” position
- Garbage cans cleaned and placed in garage or storage area.

## KITCHEN

- All kitchen surfaces to be wiped down and free of excessive grease build-up. Drawers must be wiped clean and all liners removed.
- Refrigerator to be wiped down inside and out, empty and free of mold/mildew. Please leave the refrigerator pulled away from that wall after the floor has been cleaned under the refrigerator.
- Range hood, stovetop, oven, drip pans and under burners to be wiped down and free of burned-on food and excessive grease. Please leave the stove pulled away from that wall after the floor has been cleaned under the stove.
- Dishwasher exterior to be cleaned
- Floor to be swept and cleaned

## BATH

- All bathroom surfaces to be wiped down. All surfaces to be free of soap scum, mold, mildew, and dirt build-up. Drawers must be wiped clean and all liners removed.
- Tub/Shower to be free of mold/mildew and soap scum buildup with the shower curtain removed
- Toilet cleaned inside and out
- Vanity, sink, and tiled surfaces to be wiped down and free of mold/mildew

## BEDROOM/LIVING ROOM/DINING ROOM

- Flooring surfaces to be swept or vacuumed as appropriate to the surface. Carpeted surfaces are vacuumed and free of excess spots or stains and professionally steam cleaned.

## GARAGE/SHED/CARPORT

- Floors should be free of debris. Sweep the carport area free of leaves and debris

## PEST CONTROL

- Pest control service is not required if the home is free of pests.

## WASHER/DRYER

- Water line for washing machine should be capped with a boiler sill cock upon removal of equipment.
- Gas valve for dryer should be shut off upon removal of equipment (applies to gas dryers only).

## **DAMAGE SCHEDULE**

Damage caused by resident neglect will be charged to the resident in accordance with the schedule listed below. Special consideration will be given for accidental damages and will be handled on a case-by-case basis. Special consideration will be at the sole discretion of the Community Manager.

If one or more items need to be replaced as a result of Resident damage and or neglect during your residency, Community Management Office will issue an invoice with the appropriate itemized charges. If damages are noted at the time of move-out, the Community Management Office will forward an itemized invoice with the appropriate charges to your new address. Payment will be due upon receipt of the invoice.

- Flower beds must be cleared of all grass and weeds and shrubs trimmed as necessary.
- All trash must be removed from the property PRIOR to your termination inspection.
- All curtains, brackets, shelving installed by you, needs to be removed PRIOR to inspection.